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JAN 19 1955

MEMORANDUM FOR THE RECORD:

The following constitutes a memorandum for the record of informal but nevertheless firm agreement between SSA, DD/S and Chief, Management Staff concerning the problem of responsibility for regulations control within the DD/P Area.

1. As agreed upon with the DD/S, the following four functions are properly the responsibilities of the Agency Regulations Control Staff:
 - a. An editorial service, but not to initiate and develop regulations;
 - b. A coordination service, including the collection and assembly of comments, refinement, and distribution;
 - c. A reference and index service;
 - d. A publication service, to include an avoidance of duplication, inconsistencies, etc.

The DD/S has ruled, moreover, that there will be no diminution in service to the DD/P on the part of any of his DD/S personnel.

2. It has been ascertained and agreed upon between us that of the 10 employees on the Management Staff T/O assigned within the DD/P Area in the field of regulations control, three are doing at least 95% of their work outside of the four agreed-upon functions of the Agency Regulations Control Staff. Seven are spending on an average of 25% of their time doing work outside of these proper functions.
3. The present assignment pattern is unsatisfactory because of the substantial amount of time spent by members of the RCS-DD/P Unit doing work outside of its proper mission. This amounts to about half of the time of the total unit of 10 people. It is further unsatisfactory because of split, tenuous and conflicting supervisory responsibility.
4. For the purposes of securing a better working agreement (better security in terms of DD/P criteria) closer and explicit supervisory responsibility, and in recognition of the actual, as opposed to the theoretical, workload of this unit, there are two possibilities:

SECRET

SECRET

- a. Consolidate the Management Staff RCS Unit with that of the DD/P Area, amalgamating the two physically, as well as functionally, operating the unit under the sole supervision of the Chief, Management Staff to provide a complete program of publications support. This is impossible because of, at very least, space limitations, and the DD/P security criteria already referred to.
 - b. Transfer the DD/P RCS Unit completely to the jurisdiction of the SSA-DD/S. This means either of these two following methods of operations:
 - (1) The Agency responsibility for regulations control would be split between the Chief, Management Staff and SSA-DD/S, each separately responsible to the DD/S for the same function in different Areas (DD/P on the one hand, and separately DD/I plus DD/S on the other hand), or
 - (2) The SSA-DD/S operate this unit completely within the context of the Agency Regulations pertaining to regulations control and be responsible for the function within his Area to the Chief, Management Staff.
5. Our agreement of this morning is to conform to the last proposal immediately above, Paragraph 4b(2).

SIGNED

Chief, Management Staff

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- * Concurrence granted with the understanding that the function mentioned in 4.b.(2) is synonymous with the four functions enumerated in paragraph 1.

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